R E P O R T R E S U M E S

ED 019 062 JC 680 136

STATEMENT OF POLICIES AND PROCEDURES FOR STUDENT ORGANIZATIONS AT THE HARRISBURG AREA COMMUNITY COLLEGE, 1965-1966.

HARRISBURG AREA COMMUNITY COLL., PA.

PUB DATE 66

EDRS PRICE MF-$0.25 HC-$1.08 25P.

DESCRIPTORS- *JUNIOR COLLEGES, *COCURRICULAR ACTIVITIES, ADMINISTRATIVE POLICY, SCHOOL POLICY, *BOARD OF EDUCATION POLICY, *STUDENT ORGANIZATIONS, HARRISBURG, PENNSYLVANIA,

TO ENCOURAGE A STUDENT ACTIVITIES PROGRAM AT HARRISBURG AREA COMMUNITY COLLEGE, THE BOARD OF TRUSTEES AUTHORIZED A FEE TO FINANCE THE PROGRAM AND GRANTED RENT-FREE USE OF COLLEGE FACILITIES. POLICIES CONCERNING THE PROGRAM WERE ADOPTED--(1) POSSESSION OR CONSUMPTION OF ALCOHOLIC BEVERAGES OR NARCOTICS, (2) REQUIREMENTS FOR RECOGNITION AND CHARTERING OF STUDENT ORGANIZATIONS, (3) STUDENT ORGANIZATION ADVISORS, (4) CHAPERONES, (5) CONFERENCES, (6) ELECTIONS, (7) ELIGIBILITY FOR PARTICIPATION, (8) FIELD TRIPS, (9) FINANCIAL PROCEDURES, (10) SCHEDULING ACTIVITIES AND RESERVING FACILITIES, (11) IDENTIFICATION CARDS, (12) PUBLICITY, (13) SOLICITATIONS, DRIVES AND SALES, AND (14) SPEAKERS. (WO)

ERIC

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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at the

HARRISBURG AREA COMMUNITY COLLEGE

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UNIVERSITY OF CALIF.
LOS ANGELES

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CLEARINGHOUSE FOR
JUNIOR COLLEGE
INFORMATION

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CONSTITUTION OF STUDENT GOVERNMENT

Board of Trustees
Affecting Student Resolutions
Volume 2, Page 84

COLLEGE STUDENT ACTIVITIES PROGRAM

Be it resolved, That the Board of Trustees

Authorize a student activities program at the Harrisburg Area Community College to complement the academic program in encouraging among students at the college the development of humanitarian values, the fostering of effective citizenship, and the provision of opportunities for self-development.

It further authorizes the establishment of a separate fee to finance the student activities program with the understanding that the amount of the fee shall be approved by the Board of Trustees.

It also authorizes rent-free provision of college facilities for the student activities program.

Board of Trustees
Affecting Student Resolutions
Volume 2, Page 85

POSSESSION OR CONSUMPTION OF ALCOHOLIC BEVERAGES AND NARCOTICS

Be it resolved, That the Board of Trustees

Approve the following policy regarding the possession or consumption of alcoholic beverages and narcotics.

Students who are under the influence of, possess, or consume alcoholic beverages or narcotics on the college campus or at college sponsored functions will be dismissed from the college at the discretion of the President.

INFORMATION

The possession or use of alcoholic beverages or narcotics cannot be condoned by an institution of higher education. Such activities are not only detrimental to the individual himself but also tend to reflect negatively upon the college and other members of the student body. It is the responsibility of the institution to encourage the development of acceptable habits of health and social behavior among its students. These objectives can more readily be achieved if reasonable rules of personal conduct are promulgated and enforced by the institution.

Board of Trustees
Affecting Student Resolutions
Volume 2, Page 86

RECOGNITION OF STUDENT ORGANIZATIONS AT HARRISBURG AREA COMMUNITY COLLEGE

Be it resolved, That the Board of Trustees

Approve the following policy on recognition of student organizations at Harrisburg Area Community College:

Student organizations are one of the facets of the Harrisburg Area Community College student activities program. The others are intramural athletics, student government, publications and miscellaneous activities. The college permits and provides for the recognition and chartering of student organizations to enable the development of social, intellectual, recreational, and professional needs of interested students subject to the following conditions.

a. All student organizations shall be open to all students currently enrolled at the college with the exception of students concurrently enrolled in area high schools. The Dean of Students shall be empowered to make exceptions to the above rule when the nature of the organization is such as to recommend it. For example, he may permit the chartering of all-male and all-female organizations.

b. The offices and membership of student organizations shall be restricted to students currently enrolled at the college.

c. All affiliations by college organizations with national, state, or other off campus groups or persons in association with the college shall be indicated at the time of initial request for recognition and chartering or before a recognized organization so affiliates. Approval in each case must be given by the President. Affiliation with a national social fraternity or sorority is prohibited.

d. All student organizations shall comply with all college policies, procedures, and regulations which apply.

HARRISBURG AREA COMMUNITY COLLEGE

Office of Dean of Students

Part I - Policies and Procedures for Student Organizations

100 Advisors to Student Organizations

I. Definition and Function

All student organizations at Harrisburg Area Community College must have a faculty advisor. An advisor is a member of the Harrisburg Area Community College faculty or staff who agrees to serve as the official faculty advisor to a student organization. An organization may wish to have an additional adult participate in its activities. This second person may be drawn from the faculty or community.

II. Procedure for Issuing Invitations to Advisor (s)

A. The student organization will elect an advisor from a list of one or more faculty members who indicate their willingness to advise the organization. The election of an advisor may take place in the spring or at a meeting of the organization in the fall.

B. The student organization will notify the Dean of Students of the result of the election for an advisor. The Dean of Students will send an official letter to the elected faculty member.

III. Responsibility of the Advisor

A. To the College:

1. The advisor to a student organization will be concerned with the coordination of the activities of the organization within the policies and regulations of the college.

2. The advisor is required to sign the official forms for expenditures from organizational accounts and other official reports of the organization. (The advisor's signature on financial reports and on forms in no way implies personal financial responsibility on the part of the advisor.)

3. The advisor is expected to attend regular meetings of advisors held by the Dean of Students.

B. To the Student Organization:

1. The advisor will be concerned with the stated aims of

the constitution of the organization and will hold periodic consultations with officers about the program, plans, and problems of the group.

2. Regular attendance of the advisor at the meetings of the organization is highly desirable. The advisor or an appropriate college staff member must accompany the group on all field trips and be present for all campus functions of the student organization.

3. If it is necessary for an advisor to resign his position as advisor, he should notify the organization and the Dean of Students immediately.

IV. Responsibility of the Student Organization to the Advisor

A. The officers of the organization will keep the advisor well informed in advance as to all of its activities.

B. The officers will take the initiative in the filing of proper reports with the college.

101 Chaperones

I. All student activities and events sponsored officially by Harrisburg Area Community College organizations, both on and off campus, must be chaperoned.

II. Chaperones should be asked well in advance and must be listed in the Office of Dean of Students two weeks prior to the event. In the case of major social events, chaperones will be sent an official notification of their duties from the Dean of Students prior to the event.

III. Chaperones are expected to arrive when the activity begins and stay until it closes.

IV. In the event of any emergency or an unfortunate event, chaperones are expected to use good judgment in handling the situation and notify the proper college officials as quickly as possible.

102 Conferences

I. Off-Campus Conferences

Students attending off-campus conferences as members of student organizations must register for these in the same manner as for regular field trips.

II. On-Campus Conferences

Permission to host a conference at the college in the name of a college student organization must be secured from the Dean of Students before the invitation is extended. Problems concerning space, food service and other arrangements must be considered in planning such a conference.

10) Elections Board Procedures

I. Purpose

The Student Activities Elections Board establishes and implements procedures, and instructions for the Student Government, and those of any other campus organization upon request of that organization.

II. Membership

A student chairman and a faculty advisor are appointed by the Dean of Students. At least five members are chosen by the chairman with the approval of the advisor. A member cannot serve on the Elections Board during the time the Board is considering an election in which he is a candidate. Members of the Elections Board may not be an academic or social probation.

III. Jurisdiction

A. Election
1. The Elections Board sets the dates for two regular elections per school year.
2. The Elections Board shall be given a minimum of two weeks notice before it will call a special election.

B. Applications and Petitions
The Elections Board is responsible for establishing and carrying out procedures for petitions or applications.

C. Publicity
The Elections Board is responsible for establishing and implementing procedures relative to publicity for all elections.

D. Polls
The Elections Board is responsible for establishing and implementing procedures for setting up polls and supervising elections.

E. Results
The Board:
1. Makes the official tally and returns of the elections.
2. Publicizes results of the elections, and
3. Provides for run-off elections if necessary.

IV. Meetings

The Elections Board holds regular meetings with its adviser prior to each election to review procedures for that election. Instruction meetings are held with poll workers prior to elections.

V. Applications and Petitions

The Elections Board:

A. Constructs the applications and petitions to be used by candidates.
B. Establishes when and where applications and petitions shall be available and shall be returned.
C. Checks all applications for information, grade point average, and hours carried and signs all applications.
D. Files all applications.

VI. Publicity

A. The Elections Board:
   1. Establishes criteria for all publicity for elections.
   2. Establishes and enforces regulations concerning where, when, and by whom publicity may be approved.
   3. Approves areas to be used for posting publicity items.
   4. Publicizes to all candidates the publicity procedures for the election.

B. The candidate is responsible for providing all of his own campaign publicity and for providing information for the newspaper and other publications.
C. Special arrangements for speeches or assemblies for candidates are made by the organizations or candidates, not by the Elections Board.

VII. Polls

The Elections Board:

A. Sets up regulations for electioneering and publicity near polling areas.
B. Establishes the location and number of polling places prior to the elections.
C. Establishes and posts the hours the polls will be open prior to the elections.
D. Makes physical arrangements for operating the polls (i.e. voting machines or ballots and ballot boxes, tables, chairs signs, etc.)
E. Posts instructions at the polls for use of paper ballots or voting machines.
F. Provides an adequate number of workers who are instructed and present at all polls during the time the polls are open.

VIII. Results

The Elections Board:

A. Examines the voting machines or counts ballots, with appropriate safeguards, as soon as possible after the closing of the polls.

B. Requests that a candidate or his representative be present when counting is done

C. Makes all decisions concerning the validity of ballots.

D. Conducts recounts.

1. A candidate must file a written petition for a recount within 48 hours after an election.
2. Only one recount will be held per office.
3. The recount will be held within 48 hours of the filing of the recount petition.

E. Posts all results on official election tally sheets.

F. Conducts run-off elections when necessary.

IX. Appeals

A. All appeals concerning the election, its operation, or results are made to the chairman of the Elections Board. The chairman decides whether a meeting of the entire board is necessary to handle the appeal.

B. Appeals of decisions of the Elections Board shall be made to the Dean of Students.

10A Eligibility

I. A student on disciplinary probation may not participate in any phase of the student activity program, or receive a college honor or award for student activities.

II. A student whose cumulative academic average falls below 2.2 may not hold office in a student organization.

III. Officers in student organizations must carry at least 12 credit hours at Harrisburg Area Community College and meet other criteria established by the constitution of the organization.

10B Equipment, Facilities and Supplies

I. College Equipment

Permission to use special college equipment such as controls, P.A., lights, chairs, tables and A.V. equipment for student activities should be cleared through the Office of Dean of Students. Special operators may be necessary for some equipment.

II. Requisitions

Special requisitions are required for having stages set up, or equipment hauled. These special requisitions must be made through the office of the Dean of Students two weeks before the the date needed. Requests will be limited to equipment available at the college.

III. Club Equipment and Supplies

A. Arrangements for storage, maintenance and repair of all organizational equipment is the responsibility of the Dean of Students.

B. All club equipment is to be inventoried at the beginning and end of each academic year. Inventory records are kept in the Office of the Dean of Students. All equipment should be marked with the organization's name.

C. Organizational equipment is to be stored at the college in a storage room provided by the Dean of Students, and may not be loaned or taken off campus without special permission from the Dean of Students.

D. In case a club becomes defunct, its equipment is stored and may be held or given to another group at the discretion of the Dean of Students.

E. Organizations which do not have files in which to keep supplies and records may use files provided in the Student Government office.

IV. Use of College Stationery
Official college stationery may not be used by individual students or by student organizations. The stationery of student organizations should be used only for the organization's business.

V. Reproducing
All material to be reproduced in the college machines room for student activities must be channeled through the Office of Dean of Students three days before it is needed.

VI. Typewriters - Typewriters in student offices should be used only with permission of officers of the organization to which they belong.

106 Field Trips Sponsored by Student Organizations
Field Trips* by college student organizations are permitted and encouraged. It is the concern of the college that, on all such trips, proper provision be made to safeguard the physical health and safety of the students, and that nothing occur which might damage the good name and reputation of the college.

* The term "fieldtrip" shall refer to any type of off-campus trip or activity taken by a student organization at Harrisburg Area Community College.

I. Permission for Student Activity Field Trip

A. A student organization sponsoring a field trip to be made by students as members of a Harrisburg Area Community College organization should, ten days prior to the trip, (and whether the trip is made during class time or not) file a field trip form for approval in the office of the Dean of Students.

B. The Dean of Students must approve the trip and notify the organization's advisor and president that the trip is approved.

C. A complete list of those planning to make the trip must be filed in the Dean of Students' Office 8 days before the trip.

D. If classes are to be missed, the Dean of Students prepares a list of those students making the trip, giving the dates and purpose of the trip, and sends an approved list to the instructors one week before the trip. Students are responsible for making up all work missed, and should see their instructors before making the trip.

II. Faculty Advisors

A. The presence of the faculty advisor** (or an officially authorized adult representative) is required on any field trip or off campus activity involving student organizations of Harrisburg Area Community College. The Dean of Students shall determine the number and kind of advisors required at the time permission is granted for the field trip.

B. Students on student organization field trips accept, as a prior condition to participation, the authority of the advisor or delegated representative to give suggestions or directions, or to make decisions regarding the group when necessary.

C. In case of accident, serious illness, or other events such as a serious breach of discipline upon the part of a student while on a field trip, the advisor, as the official representative of the college, is expected to take the action, which in his judgment he deems appropriate at the time. In the case of any severe accident or emergency, the advisor shall:

1. Make a verbal report (in person or by phone) to the Dean of Students (or one of his staff) as soon as is possible or practible, to be followed by a written and detailed report covering all such points as he deems necessary, or that may be requested by the Dean of Students.
2. Notify parents in cases where necessary.
3. Request students involved or student witnesses, to give oral or written reports.

** The term "advisor" shall refer not only to regular organization advisors, but to any officially authorized adult representative of Harrisburg Area Community College taking part in the trip.

III. Transportation

A. For field trips involving large groups of students it is preferable that one or more buses be chartered rather than the use of a caravan of automobiles. The former arrangement simplifies the task of the advisor(s) during the actual traveling, reduces the risk of accidents, and eliminates many problems of planning and coordination.

B. The practice of instructors' permitting students to drive their cars is discouraged by College policy. Students on field trips are forbidden to drive cars belonging to advisors. (This is because the college does not accept liability for accidents which might occur and it does not have insurance coverage which will extend to students. Therefore, an instructor who permits a student to drive his automobile assumes the full liability for any accident which might occur while the student is in possession of the automobile.)

C. Cars other than those of advisors may be used on student activity field trips only with special permission granted by the Dean of Students.

IV. Student Registration for Student Organization Field Trips

A. As a prerequisite to participate in any extracurricular field trip, each student shall read and sign an official Harrisburg Area Community College Field Trip Registration Form, which

1. Attests to his understanding of the basic rules and regulations concerning field trips which apply particularly to students.

2. Will provide certain information useful in case of accident or illness.

3. Contains a statement of accident, and/or medical insurance carried (if any).

B. The registration form must be signed and filed in the Office of the Dean of Students prior to the trip. In no case will a student be taken on a student activity field trip without filing such a signed form.

C. These forms will be given to the advisor for his use the day prior to the trip and filed in the Office of the Dean of Students after the trip.

V. Point of Assembly and Dispersal

A. During the preparatory stages of any field trip, and prior to departure, the advisor in charge shall announce to all persons concerned, the place and time of departure of the group, the place of reassembly and time of departure for return to Harrisburg or, in the case of a motorcade returning, the place of final assembly before the return trip.

B. The responsibility of the college begins at time and place of initial assembly, and ends at the time and place of the dispersal of the group as a whole. Transportation to the place of initial assembly and from the place of final assembly is not the responsibility of the college.

C. Both at the initial assembly and at the final assembly before return a roll call (or other check) shall be made by the advisor to insure that all persons are present or properly accounted for.

VI. Insurance for Students and Advisors

As a protection to themselves and to the college, both students and advisors must carry insurance to cover accidents which may occur in connection with student activity field trips. This insurance may be "permanent" or taken out in connection with a particular trip only. Information concerning special trip insurance is available in the Dean of Students' office.

VII. General Conduct

A. While on field trips students are expected to observe:

1. All pertinent rules and regulations of students of Harrisburg Area Community College. (Including prohibition of the possession, transportation, purchase or use of alcoholic beverages, regardless of age).

2. All rules and regulations of the host institution or agency which apply to visitors or to the general public.

3. All public laws and ordinances, including traffic regulations.

4. The usages and customs of good citizenship, good decorum and common courtesy.

B. In the case of violation of regulations upon the part of students on field trips, disciplinary action, which may include temporary or permanent suspension from the college, may be taken by the Dean of Students.

107 Finances

I. Financial Policy

A. The Harrisburg Area Community College Board of Trustees Minutes Vol. 2, p. 84, 265, November 3, 1964 authorizes the establishment of a separate fee to finance the student activities program, with the understanding that recommendation for a change in the amount of the fee shall be submitted to the Board with the budget

for student activities for that year, such fee and budget subject to approval by the Board.

B. A student activity fee separate from tuition monies will be collected each semester and each summer session from all students, with the exception of those concurrently enrolled in high school.

C. The gross student activity fund for each academic year will include the revenues collected each semester and summer, the accumulated student activity fund from the previous year and earned income of clubs and organizations.

D. Responsibility for the budgetary preparations and expenditures of the student activity fund are delegated by the President of the College to the Dean of Students.

II. Budgetary Procedures for Student Activities

A. The proposed total student activity budget for the following academic year shall be submitted to the President of the College by the Dean of Students by May 1.

B. The President will notify the Dean of Students of the operating budget for student activities by July 1, each year.

C. The Business Manager will establish a student activity account for the fiscal year of July 1, using available student activity monies in order that the student activity program may operate until its budget has been finalized in the fall semester.

D. The revised student activity budget for each year shall be submitted to the President of the College by the Dean of Students by the end of the third week of classes of the fall semester.

III. Responsibility for Financial Procedures for Student Activities.

A. The Dean of Students or his appointed staff member shall:

1. Supervise the budgeting and expenditure of funds in student organization accounts.

2. Inform advisors and organization officers of all college financial policies and procedures.

3. Approve the opening of all organization accounts in the college business office.

4. Require regular financial reports from all organizations.

5. Approve all expenditures from organization reserve and special accounts.

6. Approve changes in organization budgets because of changed plans or additional income.

B. Organization Advisors shall:

1. Be informed of all college and student government financial policies and procedures and see that officers and members follow these.
2. Sign for all expenditures.
3. See that expenditures are within the club budget.
4. Approve all required financial reports.

C. Organization Treasurers shall:

1. Follow all college and Student Government financial policies and procedures.
2. Attend meetings called by the Dean of Students or Student government concerning finances.
3. Prepare all required financial reports.

D. Student Government shall:

1. Recommend the expenditure of that portion of the student activity fee used for Student Senate, Publications, and organizations.
2. Establish budgetary and financial procedures which may supplement the over-all college financial policies for the Student Senate and groups under its jurisdiction.

E. The College Business Office shall:

1. Maintain accounts for all recognized clubs and organizations.
2. Approve purchase orders and petty cash expenditures and make payment for all approved bills.
3. Issue monthly reports showing the balance of all clubs and organizations to the Dean of Students.

IV. Financial Operating Procedures for Student Activities

A. Opening Organization Accounts

Organization accounts will be opened only with written permission from the Dean of Students following final approval of the budget for the year.

B. Account Balances.

Before issuing any petty cash expenditures or purchase orders, the treasurer will check their cash balance less any outstanding purchase orders to see that their account has an adequate balance to cover the entire cost.

C. Purchase Order System

The following steps are to be taken by the treasurer in filing a requisition form:

1. Secure a requisition form from the Business Office, or from Dean of Students. Fill out the requisition completely. List the purchase to be made, the amount, the description, the cost, the source, business establishment and address where the purchase will be made, order date and delivery date. The person making the purchase is to be indicated on the organization's copy. There must be a separate purchase order written by the Business Office for each business establishment.

2. The treasurer must sign all three copies.

3. The advisor must sign all three copies.

4. The requisition forms with proper signatures are taken to the Business Office where a purchase order is made for the actual purchase of the items.

5. One copy of the purchase order (yellow) is retained in the Business Office.

6. One copy of the purchase order (blue) is retained by the treasurer of the organization and filed with financial records. No book entry is made at this time.

7. The original copy of the purchase order (white) is taken by the person making the purchase to the business establishment and retained by the business establishment for their files.

8. If the Business establishment issues the person picking up the equipment or supplies an original bill, the club treasurer should approve it for payment and turn it into the Business Office immediately. The invoice should not be approved for payment unless the purchase order number appears on the bill and the merchandise has been received in good condition. The invoice is received directly by the Business Office, it is sent to the treasurer for approval of payment by signing the invoice, approved for payment with the treasurer's signature and date.

9. After approval of the invoice the treasurer makes a book entry showing payment for the amount of the bill.

10. The treasurer marks the organization's copy of blue purchase order as having been paid.

11. The approved invoice is brought to the Business Office and payment is made to the business establishment by check. (Checks are mailed directly by the Business Office)

12. The Business Office retains the invoice.

13. No checks will be paid without an invoice, bill or contract for the amount.

14. A requisition must be submitted in advance for all services, i.e., labor, janitorial, music, etc. and these people must be paid by check. When issuing this type of requisition the treasurer must write "OK to pay" and sign the Business Office copy (yellow). This is authorization for the Business Office to issue a check for the service and a book entry should be made at this time.

15. No bill will be honored without a previously issued purchase order or requisition.

D. Petty Cash

Petty Cash is to be used only in emergencies for reimbursement for small amounts. The following steps are to be followed in using Petty Cash:

1. The student, with permission of the treasurer, uses his own funds to purchase small items (never to exceed $10.00).

2. The student presents an itemized bill to the treasurer. (Note: cash register tapes will not be accepted unless accompanied by a special cash card to be secured in the Business Office.

3. A petty cash envelope is filled out completely and signed by the advisor and treasurer. Petty cash envelopes may be secured in the Business Office.

4. The treasurer enters the amount of the petty cash and an explanation in his book.

5. The petty cash envelope with the itemized bill inside is presented to the Business Office for reimbursement.

Students will not be reimbursed for car expense for picking up and delivering goods or persons in Harrisburg and vicinity.

E. Bookkeeping

1. Each organization keeps a standard journal, (Student Government has purchased these for all organizations.)

2. The blue copy of all purchase orders must be kept and entries made in the books for all income and expense. The purpose of the payment as well as the purchase order number and the company to whom the money is paid should be entered.

F. Mileage

Mileage expense will be paid between cities at the standard rate of 9¢ per mile according to official AAA mileage for approved trips.

G. Gifts

No personal gifts for faculty or students may be purchased from any student activity account.

H. Income

1. All income received by the organization must be deposited at the Business Office, where a receipt will be written for the amount deposited.

2. When entering the deposit in the records, the receipt number and source of income are shown.

I. Contracts

Contracts will be valid only with the signature of the Business Manager of the college. At the time a contract is submitted for signature it must be accompanied by a purchase order for:

1. The amount of the down payment.

2. The balance of the fee which will be paid at the time of performance.

All contracts must include information about the amount of the pre-payment, amount of final payment, person to whom checks are to be mailed, name of individual who will pick up checks and the date they will be picked up.

J. Audit

The books of all organizations are turned in to the Dean of Students in June for audit. The books are then issued to the next treasurer in September after he has had the bookkeeping system explained thoroughly.

V. Gifts and Donations

A. Before accepting a gift or donation from a non-college group or individual, the organization will present to the Dean of Students a list of the gifts or donations, the name and address of the donor and plans for use or storage.

B. The Dean of Students will determine the appropriate action to be taken in accepting the gift or donation. Consideration may be withheld if the gift or donation presents unusual problems concerning use or storage or it is considered to be inappropriate.

108 Recognition and Chartering of Student Organizations

The Dean of Students or the administrative personnel he may delegate, will administer the organizations according to the following college procedures for recognizing and maintaining such organizations:

I. Procedures for Recognition

Students seeking recognition for an organization will follow these procedures:

A. Any student at the college may request permission from the Dean of Students to hold a special meeting at the college for the purpose of informing interested students about a proposed organization. A faculty or staff member will attend the meeting. Any subsequent meeting of the group must seek permission in the same manner and meetings will be publicized as organizational meetings.

B. A student organization becomes recognized only after the following steps have been followed:

1. A petition initiated by students in good standing at the college must be presented to the Student Senate. This petition will contain:
   a. The name and purpose of the organization.
   b. The constitution and by-laws which will govern the operations of the organizations.
   c. A list of the temporary officers.
   d. The signatures of at least ten interested students.
   e. The signature of the proposed faculty advisor.
   f. Information regarding national, state, or local affiliations with any group or persons not connected with the college.
   g. Proposed budget.

2. The Student Senate will make recommendations to the Dean of Students concerning acceptance or rejection of the petition.

3. The approval of the Dean of Students is necessary before a student organization may become operational as being officially recognized by the college.

4. The Dean of Students will notify the petitioners and the Student Senate of the action on the petition.

C. Changes in student organization constitutions must be approved by the Student Senate and the Dean of Students respectively.

II. Privileges of Official Recognition

Official recognition by the college grants the following privileges

to college organizations, subject to college procedures and regulations:

A. The use of college facilities rent free.

B. The use of campus news media.

C. The right to request funds from the student activity fund.

D. The right to establish dues and sponsor money raising projects.

E. Eligibility for awards and honors given to college organizations.

III. Chartering

A. In May of each year the Student Senate shall recommend to the Dean of Students those clubs and organizations recognized during the past academic year which they feel should receive a charter from the college.

B. The Dean of Students will give final approval for organizations to be chartered.

C. Chartered clubs and organizations retain their privileges from one year to the next. Information about sponsor and officers must be filed in the office of the Dean of Students each year before the organization becomes operational.

D. Student organizations not recommended for chartering must again seek recognition the following year.

IV. Revoking Recognition

A. The Dean of Students may revoke recognition of a student organization. The Student Senate, Inter-Club Council or individual students may recommend to the Dean of Students that recognition be revoked. Recognition may be revoked for the following reasons:

1. Evidence of failure to comply with college regulations or procedures governing recognized organizations or individual students.

2. Evidence that the organization is not attempting in a dedicated manner to live up to its constitutional objectives.

3. Insufficient membership and activity to indicate that it is fulfilling its purpose.

B. An organization for which recognition is revoked will lose its charter and may not exist on the Harrisburg Area Community College campus.

C. Funds accrued in the account of an organization for which recognition is revoked will be returned to the Student Activity Fee Account for disperval as part of the Student Activity Budget.

V. Defunct Student Organizations

A. The Dean of Students may declare an organization defunct if it has been inactive for three semesters.

B. The Student Senate may recommend to the Dean of Students that an organization be declared defunct.

C. A defunct organization will lose its charter and recognition.

D. Funds accrued to the accounts of a defunct student organization will be returned to the Student Activity Fee Account for disposal as part of the Student Activity Budget.

VI. Reactivating Student Organizations

A. A chartered organization which has been inactive for a semester or longer may be reinstated upon petition presented to the Dean of Students from two students and a faculty member who agree to serve as advisor.

B. A student organization which has been declared defunct or lost recognition revoked must follow the complete recognition procedure in order to become recognized again.

3.02 Scheduling Activities and Reserving Facilities

I. Calendar

A. ಪಿಪಿ-ಅಲಿಪಿಯಲ್ಲದ ವಾರಾಂತ ಚಟುವಟಿಕೆಗಳು, ಇದರ ಜೊತೆ ಜೊತೆಗೆ ಯಾವುದೇ ಪಠ್ಯ ಪ್ರವೃತ್ತಿಗಳ ಮೇಲೆ ಇರುವ ಪರಿಣಾಮವನ್ನು ಸಹ ಇದರ ಪರಿಧಿಯಲ್ಲಿ ಆಯಾ ವಿದ್ಯಾರ್ಥಿ ಸಂಘಗಳು ಮತ್ತು ಅವರ ಸಲಹೆಗಾರರು ಪರಿಶೀಲಿಸಬೇಕು. ವಿಶ್ವವಿದ್ಯಾಲಯ ನಿಲಯಗಳು ಇದರ ಬಗ್ಗೆ ಸಲಹೆಗಳನ್ನು ನೀಡಬಹುದು. ಈ ಅಂಶಗಳ ಆಧಾರದ ಮೇಲೆ, ವಿದ್ಯಾರ್ಥಿ ಸಂಘಗಳು ಅವರ ಕಾರ್ಯಕ್ರಮಗಳನ್ನು ನಿಗದಿಪಡಿಸಬೇಕು.

B. ವಿದ್ಯಾರ್ಥಿಸಂಘಗಳ ಚಟುವಟಿಕೆಗಳ ಕ್ಯಾಲೆಂಡರ್ ಅನ್ನು ಪ್ರತಿ ವರ್ಷ ಜೂನ್ ತಿಂಗಳಲ್ಲಿ ಸಿದ್ಧಪಡಿಸಲಾಗುವುದು.

C. ಈ ಚಟುವಟಿಕೆಗಳ ಪಟ್ಟಿಯಲ್ಲಿ ಯಾವುದೇ ಬದಲಾವಣೆಗಳಿದ್ದಲ್ಲಿ ಅವುಗಳನ್ನು ಸಹ ಪ್ರಾರಂಭದಲ್ಲಿಯೇ ಸೂಚಿಸಬೇಕು.

II. Reservation of Facilities

A. Rooms and facilities for all student activities must be requested in the Office of the Dean of Students in advance of the activities. Student organizations must be allowed adequate time to schedule the functions on the calendar.

B. ವಿಶ್ವವಿದ್ಯಾಲಯ ನಿಲಯಗಳಲ್ಲಿ ಅಥವಾ ಇತರ ಶೈಕ್ಷಣಿಕೇತರ ಚಟುವಟಿಕೆಗಳ ಆಯೋಜನೆಗಾಗಿ ನಿಗದಿಪಡಿಸಿದ ಸಭಾಂಗಣಗಳು = ಶೀ.30 ಪ್ರ.ಗಂ., ತರಗತಿಗಳು = ಶೀ.50 ಪ್ರ.ಗಂ. ಈ ಸಭಾಂಗಣಗಳನ್ನು ಕಾಯ್ದಿರಿಸಿದ ವಿದ್ಯಾರ್ಥಿ ಸಂಘಗಳು ಪ್ರತಿ ಗಂಟೆಗೆ ಶೀ.30 ಪ್ರ.ಗಂ. ಹಣ ಪಾವತಿಸಬೇಕು. ಆದರೆ, ಈ ಮೊತ್ತವನ್ನು ಸಂಘಗಳು ಪ್ರವೇಶ ಶುಲ್ಕವನ್ನು ವಿಧಿಸಿದ ಪ್ರದರ್ಶನಗಳಿಗೆ ಬಳಸಿದಲ್ಲಿ ಅಥವಾ ವಿದ್ಯಾರ್ಥಿ ಸಂಘಗಳು ಪ್ರಾಯೋಜಿಸಿದ ಕಾರ್ಯಕ್ರಮ

6. The use of off-campus facilities by recognized student organizations must be approved by the Dean of Students prior to scheduling. The same regulations and procedures must be followed for off-campus activities as for on-campus activities.

210 Identification Cards

Student identification cards are issued to all students at registration each semester. These cards are used for voting, entrance to all activities, and other identification purposes.

211 Publicity

I. Publicity for Harrisburg Area Community College student activities to be placed in the first floor of Kunkel Hall and in the Student Lounge is under the supervision of the Dean of Students. The Student Senate and Student Union Board are delegated certain responsibilities in posting publicity.

II. Publicity placed in other college buildings is subject to the discretion of the Dean of Students.

III. Student organizations may publicize their activities through off-campus posters, TV, radio and newspapers with permission from the Dean of Students.

212 Solicitations, Drives and Sales

All solicitations, drives and sales held on or off campus must be held by recognized student organizations, must be approved by the Dean of Students, must follow Student Government regulations, and have prior permission from Student Government.

213 Speakers

Procedure for Having Outside Speakers at Harrisburg Area Community College

In implementing the Board of Trustees Policy on Outside Speakers at Harrisburg Area Community College (Vol. 2, p. 24, No. 270), these procedures shall be followed:

I. The sponsoring organization shall be a recognized student organization and shall reserve facilities through the Office of Dean of Students. (The availability of facilities should be checked before issuing an invitation).

II. The sponsoring organization shall file a form containing the following information in the Office of the Dean of Students normally 2 weeks prior to the event:

A. Name of the speaker (or speakers)

B. Subject to be discussed

C. Date, time, and place for the meeting

D. Date and method of invitation and acceptance

E. Speaker's fee

F. Signature of the appropriate officer and faculty advisor.

G. Certification by a club officer and the advisor that the speaker has been notified of the limitations contained in part c of policy 2.70 of the Board of Trustees (Vol. 2, p. 91):

"The speaker shall not urge the audience to take action which is prohibited by the rules of the college or which is illegal under Federal or Pennsylvania law. Advocating or urging the modification of the Government of the United States or of the Commonwealth of Pennsylvania by violence or sabotage is specifically prohibited. It shall be the responsibility of the sponsoring division head or organization to inform speakers of the prohibition.

IV. The Dean of Students shall certify that all appropriate steps have been taken before the event is officially scheduled and publicised.